



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 24 January 2018

To: Councillors:

Desna Allen
Rajvir Gill
Andy Phillips

Mary Norton (Chairman)
Michael Merry

Dear Councillor,

**MEETING OF THE CIVIC MATTERS SUB-COMMITTEE – WEDNESDAY 31
JANUARY 2018**

You are summoned to attend the meeting of the Civic Matters Sub-Committee to be held in the Town Hall, High Street, Chippenham on **Wednesday 31 January 2018** commencing at **2.00pm** for the transaction of the business given in the Agenda attached.

All Council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 2.00pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMl
Chief Executive

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

2pm PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

AGENDA

CIVIC MATTERS SUB-COMMITTEE MEETING Wednesday 31 January 2018

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

2. DECLARATION OF INTEREST

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

3. MINUTES

To receive the draft minutes of the meeting held on Wednesday 11 October 2017 (copy previously circulated).

4. CHAIRMANS ANNOUNCEMENTS

5. TOWN CLERKS

To receive a report from the Democratic and Civic Officer on the Honours Board at the Town Hall (copy attached).

6. FREEMAN / ALDERMAN

To receive a report from the Democratic and Civic Officer on the proposal to reinstate Freeman and Alderman status (copy attached).

7. **CIVIC EVENTS**

To receive a report from the Democratic and Civic Officer on Civic Events (copy attached)

8. **PRESS RELEASE**

To consider, if necessary, the issue of a press release arising from the meeting.

9. **DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Wednesday 04 April 2018.